

# **Charlotte County Board of County Commissioners Staff Report January 2012**

## **Budget & Administrative Services**

### **Budget Department/Fiscal Services Division**

- Grants Fiscal Support:
  - PW related grants and inter locals:
  - Received payments of \$112,832.32 from the City of Punta Gorda for Burnt Store Utility work.
    - Invoiced \$74,360.04 as follows
    - \$72,153.36 to the City of Punta Gorda for Burnt Store Utility work
  - \$ 188.13 to the City of North Port for 50% of electric for the Hillsborough intersection
    - \$ 7.17 to FDOT for SR776 & Flamingo intersection
  - \$ 2,011.38 to FDOT for Piper Road Construction
  - Public Safety Related:
    - Collected grant money of \$22,714.20 as follows:
    - \$ 22,477.50 from State of FL for Homeland Security Grant
    - \$ 236.70 from State of FL for Hazardous Materials Analysis Update grant
    - Invoiced \$130,031.01 as follows
    - \$ 65,550.00 to the State of FL for HazMat Equipment Issue grant
    - \$ 52,087.38 to the State of FL for EMGT Prep/Asst grant
    - \$ 6,622.56 to the State of FL for HazMat Equipment Sustainability grant
    - \$ 5,771.07 to the State of FL for Homeland Security Grant
- Human Services Related:
  - Drew down \$76,536 from the Federal Transit Administration as the final payment on the Route Match Dispatch system we bought for Transit under the ARRA grant of 2009.
  - Gathered and sent the pre-monitoring documentation as requested by the Dept. of Economic Opportunity for the monitoring of the Community Services Block Grants (CSBG), both the regular grant and the ARRA grant, and the Low Income Home Energy Assistance Program Grant (LIHEAP). The on-site monitoring will take place in February.
  - Participated in an e-grants webinar for the CSBG and LIHEAP grants. This webinar was sponsored by the State Dept. of Economic Opportunity and provided training on their new e-grants website reporting systems upgrades.
  - On January 24, 2012, the BCC approved a standard residential Lease Agreement for rental properties under the State Housing Initiatives Partnership Program. This will allow the Housing Manager to execute individual leases and manage the remaining 13 lease/option properties that were turned over to the County after the closing of The Housing Corporation.
- Operating and Accounting Support:
  - Finalized grant tracking reference sheet for Community Services grants & met with department.
  - Community Services and Facilities have been trained in Works GL coding, the County's procurement software. The only department remaining to be trained is Human Services. Fiscal staff have been great assistance performing as trainers and assisting staff around the County on how to code and run reports in Works.
  - Reconciled quarterly impact fee transfers and distributed the report.
  - Created projects in EDEN test data base for the new Economic Development Incentive Projects.
  - Began collecting data in preparation for Central and Indirect meeting with Maximus.
  - Performed carryover analysis and adjustments for the agenda item for the February 28<sup>th</sup> Board Meeting.

- Energy Cap updated to include all other utilities accounts in Facilities
- Provided information and met with PRMG (CCU rate consultant) to discuss various rate scenarios.
- Analytical Support for Departments:
  - Completed MRI analysis per call tracker request.
  - Developed County Pool spreadsheet in response to call tracker request (FY11 rev. & exp. by month).
  - Provide Impact Fee information to Sheriff's Department per request (availability amounts by area, expiration).

## **I.T.**

- Human Services Relocation – The IT Division this month relocated the Human Services Department from their location in Punta Gorda and Port Charlotte to their new location on Loveland Boulevard. With this move we relocated all users' computers, printers and copy machines. We also deployed to this new site the County's VoIP phone system.
- Municipal Broadband – The IT division has placed a proposal to the school board to provide site to site connectivity for all sites under the control of the school board. A decision is hoped for during the month of February. We feel we can provide the best value to the school board. We can provide direct fiber connections to all buildings, enhancing the speed and reliability of their network.
- Also, Ray Desjardins, Senior Division Manager, spoke at the Sunrise Rotary club of Englewood in January about the county's Community Broadband project.
- IT Collaboration efforts – The BCC IT division brought together key staff from all agencies in Charlotte County for a meeting at the Charlotte Harbor Event Center. This is the third meeting of this group of IT directors, managers and staff. This meeting brought in a representative from Microsoft to discuss the Microsoft product line, where it is going and how this might help local government. These meetings will continue to be held periodically.
- SharePoint Public Web Site – Progress is continuing on Phase 1 of the new Charlotte County public website. Completed tasks include the following new (updated) pages; Main, All-Access, Questions, Working, Living, Playing. Work is currently being performed on the Transparency and the Awards pages. The project team has solicited feedback from county staff and will be compiling the responses as they are received. To date the first phase is about 75% complete and is on target for the March 1 rollout.
  - January Call Statistics:
  - Request for Service Opened Last Month – (requests for new hardware or software products and features...etc.) =242
  - Request for Service Closed Last Month – (requests for new hardware or software products and features...etc.) = 259
  - Incidents Opened Last Month – (hardware or software that is not functioning properly) = 480
  - Incidents Closed Last Month – (hardware or software that is not functioning properly) = 494
  - Change Controls Last Month – (internal configuration changes to server and network) = 9
  - Contacts received through Helpdesk – (This is comprised of phone calls, e-mails, web portal & Walk-in Traffic) = 615

## **Purchasing**

- Pre-bid meetings held:
  - 12-126 Ingraham Blvd. 12" Force Main
  - 12-154 Storm Debris Clearing – Canals, Ditches & Lakes
  - 12-127 Bunker Gear & Accessories – Annual
  - 12-039 Ground Maintenance – Annual
  - 12-149 Retention Pond Mowing – Annual
  - 12-162 Testing / Balancing – HVAC Systems
- Request for Proposals due and received:
  - 12-128 Construction Manager at Risk – Signalization

- Work Orders due and received:
  - 12-168 Regulatory Compliance – Water
  - 12-167 Regulatory Compliance – Wastewater
  - 12-184 Feasibility Study – South Gulf Cove Lock
  - 12-181 HVAC System Analysis – Jail
  - 12-207 Mechanical Integrity Test
  - 12-206 Landfill FDEP Permit A – Tier 2
  - 12-210 Landscape Architectural Services
- Negotiations held:
  - 12-021 Multi-Space Parking Meters
  - 12-050 Stump Pass 10 Year Management Plan
  - 12-053 Design – CR 771
  - 12-030 Drainage Study – Rotunda West
- Bid openings held:
  - 12-099 Knights Island Road Grading – Annual
  - 12-126 Ingraham Blvd. 12" Force Main
  - 12-154 Storm Debris Clearing – Canals, Ditches & Lakes
  - 12-172 Fiber Optic Infrastructure – Annual
- Quotes due and received:
  - 12-159 Mangrove Pruning/Vegetation Removal at South Gulf Cove Parks
  - 12-188 Charlotte Sports Park Landscape
  - 12-199 Graphic Signs – Charlotte Sports Park
  - 12-200 Signage Enhancements – Charlotte Sports Park
  - 12-183 Contamination Assessment – Public Works Location
- Shortlist meetings held:
  - 12-128 Construction Manager at Risk – Signalization
- Pre-submittal meetings held:
  - 12-161 Design/Build – Road Extension – Cheney Brothers Site

### **Real Estate Services**

- Burnt Store Road – Phase 1 – We are preparing for an upcoming jury trial to address settlement issues with River Haven Mobile Home Park. We had attempted settlement at a pre-trial mediation however we were unable to do so.
- Edgewater Phase II – The BCC has approved 72 resolutions of necessity needed for this road project. Appraisal reports for the right of way acquisitions will be received by the end of the month and pre-suit offers will be sent during the month of February.
- Placida Widening – The BCC has approved the right of way acquisition portion of the road project. Appraisal reports for the right of way acquisitions will be received by the end of the month and pre-suit offers will be sent during the month of February. Because construction is not scheduled for the foreseeable future, the acquisition of Temporary Construction Easements (TCE's) will be held in abeyance and the resolutions of necessity relating to the TCE's will be rescinded.
- Environmental Lands Acquisition Program – We are working with staff from Natural Resources to look at appropriate sites for potential acquisitions using existing grant funds.
- Flamingo/Edgewater – We have sent another mailing of offers and we have received several calls from affected property owners. To date, we have acquired, on a voluntary basis, 75% of the right of way needed for this project.
- Public Works, Administration, Community Services and Utilities – We continue to assist these departments and divisions in obtaining easements, title searches and researching land related issues.
- Neighborhood Stabilization Program – The County's Housing Manager has requested that we hold further actions in abeyance until further notice.

- Murdock Village – Proposed SLD Exchange – We are awaiting further information from the Economic Development Office and the County Attorney's Office on this matter.
- Murdock Village – FDOT request for 3 Pond Sites – We are working with staff to review the request from FDOT regarding 3 pond sites within Murdock Village. These pond sites are related to the upcoming US 41 widening.
- Surplus County Lands –The BCC has reviewed and accepted our recommendations for disposal of 5 surplus parcels at their January 10<sup>th</sup> meeting. This disposal action will bring in an additional \$32,650 to the County, with over \$185,000 brought in since the disposal program began. On an annual basis, we are planning two surplus property disposal actions that will take place in early May and early September.
- CCU Lift Station Upgrades – We continue to work with several private property owners to acquire lots needed by CCU for their lift station and sewer expansion program in the Rotonda area. We are working on a lot exchange to obtain a residential lot needed for this upgrade program.
- Winchester South Road Project – Based on a request from our Engineering staff, we are working on acquiring an additional parcel needed for this road project.
- Parkside District – We continue to work with staff from Growth Management to obtain a public pedestrian access easement from the Peace River Hospital. We are working on a proposed grant of easement to the hospital to properly authorize an existing pedestrian walkway used by hospital staff over an adjacent County owned canal.
- Surplus Land Behind County Jail – The BCC has obtained and approved a sealed bid of \$2,500,000 from Cheney Brothers for the purchase of the 35 acres behind the jail. The required 10% deposit has been made and closing is scheduled to occur on January 23<sup>rd</sup>.
- Employee Health Clinic Lease – We were successful in negotiating a month to month tenancy with the landlord. The current lease is due to expire at the end of January 2012. As approved by the BCC, the County will begin the month to month tenancy effective February 1<sup>st</sup>, 2012. The plan is for the Health Clinic operations to relocate to Health Department Space located on Loveland Boulevard by the end of March. The lease termination for the current leased clinic space will be effective on March 31<sup>st</sup>, 2012.
- Fleet Maintenance Lease – A number of options are being considered for this operation including the possibility of having the current operations remain in leased space at a reduced rental rate for an additional 18 month term starting on May 1<sup>st</sup> of 2012.
- Support of Economic Development Activities – We are working with the EDO in support of a number of projects including the proposed access road over Airport lands to access the proposed Cheney Brothers distribution center.
- Sewer Expansion Project – Harborview Road – We are working with CCU staff on a proposed gravity sewer expansion from US 41 to Kings Highway along the north side of Harborview Road. Utility easements will have to be acquired for this project.
- North Port Interconnect – Segment B – The BCC has approved the necessary grant of easements, both permanent and temporary to the Regional Water Authority to allow construction of Segment B to occur.
- Midway Project (Harbor to Kings Highway) – We have been approached by Engineering staff to secure an additional pond site required for this project. Also, we will be working on securing several Temporary Rights of Entry from affected property owners.

## **Community Development**

- The Building Division:
  - The department issued 29 new single family home permits in January 2012. This is up from the same time period last year and is the highest number issued in several months. The number of other permits issued is also up from both last month and the same period last year and is reflected in an increase in the number of customers visiting the department of 23%.
  - Expenditure for the month was \$126,104 and revenue \$169,998. The surplus of \$43,894 has moved the department more on track with last fiscal year.

- Preparations are being made for the implementation of the new Florida Building Code which goes into effect on March 15, 2012. There are some changes in the new code which will impact the way our buildings are constructed and for the first time, we are seeing the inclusion of flood resistant construction standards in the Building Code in addition to those standards already in the local Floodplain Ordinance.

Item	Total FY11	Jan-11	Jan-12	FY11YTD	FY12YTD
Single Family Permits Issued	275	22	29	85	91
Multi Family Permits Issued	5	2	0	4	0
Commercial Permits Issued	35	2	0	23	5
All Other Permits Issued	14373	1193	1245	4648	3983
Customers Served	24354	1981	2438	7541	8179
Inspections	37925	3636	3055	16073	11825
Permitting Revenue	\$2,137,643	\$152,691	\$169,998	\$640,588	\$611,431
Permitting Expenditure	\$2,150,332	-\$60,804	\$126,104	\$988,426	\$981,261
Licensing Revenue	\$788,760	\$75,868	\$72,482	\$299,126	\$303,541
Licensing Expenditure	\$1,562,727	\$103,827	\$98,911	\$663,045	\$650,377
Action Orders Initiated	2034	57	42	599	341
Code Cases Initiated	3466	396	291	1399	968
CEB Cases Heard	503	49	38	162	164
Citations Issued \$ Amount	\$31,100	\$11,000	\$3,500	\$19,100	\$8,000
New Contractor Licenses Issued	17	1	0	6	2
Contractor Licenses Revoked	7	0	1	1	4

- Licensing and Code Enforcement
  - The Licensing and Code Enforcement divisions continue to be very busy. The Code Enforcement process is being impacted by the high number of bank-owned properties in the area and the frequency with which properties are changing hands. Keeping track of ownership of a property with a violation is becoming a challenge.
  - In addition, the department has seen an increase in the number of reports they are producing for lien search and title companies. These requests are typically for a combination of outstanding code cases, outstanding permits and any code enforcement liens on a property. In January alone, the department received over 200 requests for information of this type.
- The Planning Division:
  - Parkside Revitalization Initiative
    - The First Weed and Seed meeting occurred in January, successfully bringing together law enforcement and property maintenance professionals and area business and residence owners to begin improving public safety and property maintenance in Parkside.
    - The Board approved allocation \$9 million of CIP reserves, which are to be reimbursed with Tax Increment Finance revenues. The Capital Improvements Budget for Parkside projects is slated for the February 28, 2012 Board meeting.
    - Staff has begun working with property owners whose properties have served as camps and gathering points for criminal activity on cleaning up these sites.
- Babcock Ranch

- The Master Traffic Study Update was approved by the Board. The application was adopted by Resolution No. 2011-485. The certified Development Order Resolution was been mailed to the DEO and RPC on January 6, 2012.
- Murdock Village
- Staff is drafting a final staff report for the Planned Development rezoning. The rezoning is anticipated to go to the Planning and Zoning Board in March and the Board of County Commissioners in April and May.
- Charlotte Harbor CRA
- The committee did not hold their regular meeting on January 9, 2012 due to a lack of quorum. The committee had planned a final review of the proposed changes to the comp plan map and zoning map and the proposed zoning text changes. They had also planned to take a look at the proposed NBR zoning code changes. They will do this at their next meeting on February 6, 2012.
- Manasota Sandpiper Key Community Advisory Committee
  - The Manasota/Sandpiper Key ARC meeting schedule for Jan. 4<sup>th</sup> was cancelled as there were no applications proposed for review.
  - The committee met on Jan. 18<sup>th</sup> to consider one ARC project, a 4ft. Aluminum Fence for 5025 Beach Rd. The fence application, at 5025 N. Beach Road, was unanimously approved.
  - Michael Pachota brought in a pre-application for a new restaurant to be located at 2395 N. Beach Road to keep the committee informed as to their upcoming plans. He was given a list of items that the committee needs for review.

#### MASKAC general discussion & comments:

- Jack Landis gave us a review of the meeting Bob Starr arranged for him. The topics discussed were the revised overlay, the committee's displeasure by the midstream change of drafts and the fact that the MASKAC feels the overlay should stand alone and not be mixed in with the county regulations. Jack Landis is discouraged with the inability to get things done with County and does not know how to proceed..."if staff won't proceed they will bring a small group of 200+ residents to BOCC".
- Pile driving remains a major concern. A question from Betty Sue about noise ordinance...will that be a way to address pile driving?
- Chairman Wayne Largent will gather the minutes from 6/1/11 – 12/31/11 and review them to see what is not in the overlay and email this to Chris Schmidt.
- The meeting scheduled on February 15, 2012 may be a day-long meeting to give the documents a final review.

#### South Gulf Cove Community Advisory Committee

The advisory committee did not meet in January. There has been no interest in the vacancy on the committee. The next meeting is scheduled for Feb. 16, 2012.

#### Grove City Community Plan

The committee met on Jan. 30, 2012. Only two members were present so a quorum was not declared. The two members were advised that the sunset review would occur at the Feb. 14, 2012 BCC meeting and our recommendation would be that the committee could sunset and work through other local organizations in Grove City to advance the goals of the Community Plan. The two members agreed to this.

#### Little Gasparilla Island Community Plan

The committee met on January 13, 2012. The committee discussed the last two remaining issues in the proposed zoning code: the 24 hour limit on storage of items for transportation at the barge landing site and the issue concerning where to store heavy equipment on the island between jobs. The committee will have four vacancies this month. Two letters of interest for reappointment have been received. These two reappointments will be put on the Feb. 14 BCC agenda.

#### School Concurrency

The annual Joint City, County, School Board Workshop is tentatively scheduled for 4/30/12, at 2 pm, in Room #119. From now until then, the City & County portions of the SWG are required to produce reports on 2011 calendar year land use changes, residential permitting numbers, Final Site Plan/DRC approvals, etc. This includes an extensive map series coordinated through LIS. The

School portion of the SWG will provide updates on the 5-Year District Facilities Work Plan, school construction, and boundary changes. All of this will be delivered to the elected officials via PowerPoint at the joint workshop.

#### Comprehensive Plan Evaluation and Appraisal Report (EAR)

Staff continues to work on EAR-based plan amendments.

#### Transportation Planning

The following transportation planning and traffic engineering related issues were reviewed to assist the Planning and Engineering staff during the month of January 2012:

1. Bicycle and Pedestrian Master Plan: During the month of January, documentation of the technical analysis has been completed to include in the final draft plan as a technical appendix. By the end of March, final draft plan will be produced to take to the board in the month of April.
2. Site Plans, Zoning Exceptions and Traffic Study Reviews: The following site plans and traffic/ transportation meetings/studies were attended/reviewed during the month of January for all potential issues from the transportation perspective:
  - DRC-F-11-02– Veterans Plaza
  - DRC-PF-12-02 – Family Dollar – SR 776 and Harbor Boulevard.
  - DRC-P-12-01– Advanced Auto Parts – Port Charlotte
3. Monthly Meetings and Special Meetings/ Conferences: The following meetings and conferences were attended during this month:
  - Cattle Dock Point Road Upgrade – Meeting with Facilities Management department staff
  - Murdock Village – Proposed Roadways and associated alignment discussions
  - US 41 @ Cochran and Harbor Blvd, Project Status meeting with FDOT, County and Consultant staff
  - FDOT/City/ County/City Coordination Meeting
  - TAC Meeting at MPO offices
  - CM @ RISK – Traffic Signalizations: RFP Selection Process – Selection of Consultants
  - The Villages – Site Visit to learn more about the Golf Cart Ordinances and associated roadway designs
  - EPA Technical Grant Assistance Conference call with Livable Solutions Grant staff
  - Congestion Management meeting at MPO

#### Site Plan Approval

No applications were received and reviewed in Jan. (a few came in toward the end of Jan. – scheduled for Feb. agenda)

#### Board of Zoning Appeals

There were no applications submitted for January's meeting.

#### Planning and Zoning Board

1. SV-11-11-01: Roger E. Tetrault has applied to vacate portions of Second Avenue (aka Bagley Avenue), Third Avenue (aka Carrington), Fourth Avenue (aka Dale Avenue), and Second Street (aka Beechwood Street), a total of 1.32 acres, more or less, in the North Cleveland Subdivision, as recorded in Plat Book 1, Page 22, located in Section 26, Township 40 South, Range 23 East, in Commission District I.

P&Z Recommendation: Approval

2. SVAR-2011-001: Gary and Roxana Sloan have applied for a Subdivision Variance to Section 3-7-105(e) of the Charlotte County Subdivision Regulations, requesting to allow a Land Split that would otherwise be denied for lack of road frontage. The subject property consists of 2.5 acres, more or less, and is located south of Leatherwood Circle, north of Roanoke Circle, east of Wheeler Place, and west of I-75, in Section 27, Township 41 South, Range 23 East, in Commission District II.

P&Z Recommendation: Approval

3. Z-11-11-23: An Ordinance pursuant to Section 125.66, Florida Statutes, amending the Charlotte County Zoning Atlas. The rezoning is from Planned Development (PD) to PD. This is a

major modification of an existing PD to add a new site plan and conditions of approval; for property located at 3358 and 3362 Tamiami Trail (U.S. 41), in the Port Charlotte area, containing 1.35± acres; Commission District V; Petition No. Z-11-11-23; Applicant: James W. Herston/Save It All Self Storage LLC; providing an effective date.

P&Z Recommendation: Approval

- Board of County Commissioners Land Use

No meeting occurred

The Engineering Division

Construction Projects

Burnt Store Road Widening Project Phase 1 - The bridge over Alligator Creek has been re-opened to traffic. North Jones Loop Road re-opened to traffic. PSA released 2/8/2012.

Burnt Store Road Widening Project Phase 3 - A kick-off meeting was held on January 19, 2012.

Cheney Brothers Site Roadway Improvements - We picked up submittals for review and have a shortlisting meeting scheduled Thursday, February 9, 2012.

CR 771 (Gasparilla Road) Widening – The RFP was reviewed and an agenda item prepared for the January 10th meeting to request Board approval for the ranking for a firm to design and permit a new four-lane roadway, which will replace the existing two-lane roadway, extending from SR 776 to the area of Rotonda Boulevard East.

Piper Road South Widening Project – A meeting was held with Bonness to finalize a change order to send to Purchasing. FDOT sent us a draft JPA as they will be funding the project and we are reviewing the language. We will be forwarding this to our Legal Department. Change Order #6 was submitted to Finance and Purchasing to extend the contract time.

Sales Tax Year One Sidewalks –

- South Fairway Drive - COMPLETE
- Boundary Boulevard - COMPLETE
- Alton Road - COMPLETE
- Manor Road – COMPLETE
- Collingswood Boulevard - This project is on schedule to be completed well ahead of schedule, within the next few weeks.
- Florida Street - 100% plans, specifications and contract documents have been prepared by Johnson. We met with the representatives from the Seminole Gulf Railroad and determined that it would cost over \$130,000.00+ (estimate only, could be higher) to improve and upgrade the crossing. We also received the FDOT maintenance agreement to place our sidewalk under US 17. We sent it to our County Attorney for review and it was determined that some language needed to be modified so we have sent the package back to Bartow for said modifications to be made. The only remaining task to be completed before sending this package to Purchasing is to have our IT department relocate the fiber optic line. Their yearly contract had to be renegotiated and sent out to bid. We are hoping that a contract will be secured over the next couple of weeks and as the fiber is being relocated we will forward the package to Purchasing.
- Sales Tax Year Two Sidewalks - We received and distributed for staff to review 60% plans for the Capricorn sidewalk. We then returned the comments to the design engineer this week. We are prepared to have 100% plans ready for the Gulfstream and Cape Haze sidewalks within the next few weeks. A meeting is scheduled to discuss bridge options regarding how the pedestrian bridges will impact the existing bridges and to discuss options of upgrading the existing facility. We submitted check request for all of the sidewalk locations so that SWFWMD exemptions can be secured.
- Sales Tax Year Three Sidewalks - We received and distributed for staff to review 30% plans for the Aaron Street sidewalk. We will be scheduling a meeting with Real Estate Services to discuss rail road property for the Riverside sidewalk. We have scheduled a meeting to discuss decorative street lighting on Bayshore and sidewalk widths at various locations for next week.
- Elkcarn Waterway Bridge Replacements - The northbound bridge is open, and the southbound bridge is 50% complete.

- Melbourne Bridge Replacement - All piles have been installed and the caps on the piles have been poured. Drainage work is 50% complete.
- Drainage Projects
- Bermont Road Safety Improvements - The Small Creek box culvert has been installed, and the roadway is open to traffic. Better Roads is currently installing 4'-wide paved shoulders 8.7 miles east of US 17 and heading east on the south side of the roadway. Approximately 14 miles have been completed. This project is at 67% completion.
- Desoto Ditch Vegetation Clearing – Notice to Proceed was issued January 6th, 2012. The contract period is 54 calendar days. The project is 75% complete.
- Elmira/Pompano Waterway Structure - 30% plans were received on January 13, 2012, reviewed and comments sent back to the Engineer of Record on February 1, 2012.
- GPC Water Control Structures – MOR4.42 and DOR4.22 – This project is 27% complete.
- Jennings Boulevard Weir Repair - Construction is 99% complete. The punch list and substantial completion were issued January 5, 2012.
- Oyster Creek Clearing - The pre-construction meeting was held January 10, 2012 and the Notice to Proceed was issued January 24, 2012.
- Rotonda West Drainage Study – The item went before the Board on January 10, 2012 at which time they approved the start of negotiations with the top-ranked firm, Banks Engineering.
- Sunshine Lake Water Quality Study – A public meeting is scheduled February 16, 2012 at the Team Port Charlotte meeting at the Cultural Center.
- US 41 Storm Structures – 30% plans were received January 13, 2012. SWFWMD approval was received January 27, 2012. Plans have been reviewed and comments were sent back to the Engineer of Record on February 1, 2012.
- Rampart Boulevard Improvement Project – A PSA was issued February 7, 2012 (traffic down to one lane).
  - Phase 1 - AROX Construction is currently hauling in fill material between Kings Highway and Loveland Boulevard. Crews are currently installing the new storm drain system. Construction is 25% complete.
  - Phase 2 - 90% plans review.
- Dredging Projects
  - Pirate Harbor Rock Removal – The scope of work is being finalized.
  - Stump Pass Ten-Year Management Plan – The shortlisting was held on December 14, and Coastal Engineering was ranked first. An item is going before the Board on January 10, 2012 to approve the ranking.
  - Paving Projects
  - 2011 Countywide Paving Program - The contractor has resumed work in Tropical Gulf Acres after being off for the holidays. Approximately 61,909 tons of asphalt have been placed thus far in this contract, with approximately 70% of the work completed. The contractor will move into the Punta Gorda Non-Urban District after completing the Tropical Gulf Acres District.
  - Bermont Road Safety Improvements - Better Roads worked on installing 4'-wide paved shoulders, starting at SR 31 and heading west on the north side of the roadway. Approximately 13 miles have been completed. This project is at 60% completion.

## **Community Services**

### Administration:

- Community Services held a dedication program for the Anne Dever Memorial Regional Park. A plaque honoring Ann was erected at the park entrance by the Placida Rotary that includes a display of recipients of the Ann Dever Awards that have been selected for the last three years.
- Guest on the Golden Hippo radio show on WCCF:
  - Roger DeBruler – Abandoned Vessels and Artificial Reefs
  - Elizabeth Spicer – Bayshore Live Oak Park and Hands Across the Harbor

- Finalized an Adopt A Park agreement with the Lemon Bay Rotary for Bay heights Park. A work day was scheduled with students from Lemon Bay High School, the Englewood Garden Club, the Rotary, and other volunteers.
- Continued negotiations with Amano-McGann for the parking meter contract.
- Community Services and Tourism met with Charlotte BMX on the preparation of a bid to hold a USA BMX national event for three years.

#### Charlotte Sports Park

- The Charlotte Sports Park hosted The Great Garage Sale on Saturday, 1/28, from 8:00 am through 1:00 pm in the main parking lot of the facility. A total of 26 vendors participated and estimated attendance was 200 people.
- The initial Tampa Bay Rays Spring Training preparation meetings and logistics are underway. There will be a total of 16 games played at the Charlotte Sports Park during the 2012 Season.

#### Recreation Division

##### Recreation Centers

- The four Charlotte County Recreation Centers and two Charlotte County Skate Parks were open a combined 1,350 hours and served over 14,300 patrons (paid and nonpaid). There were Fitness, Instructional, Youth Leagues and Arts & dance programs held at each facility. Registration for classes and leagues totaled 2,413 with 6,496 touches combined. Recreation facilities were rented 33 times achieving a rental attendance total of 4,395 people.

##### Aquatics Section

- The three Aquatic Facilities were open a combined 680 hours and served 5,464 patrons. 3,183 Patrons spent 304 hours participating in programs such as water exercise classes and swim practice.
- Aquatic staff spent a combined 160 hours performing maintenance tasks and 140 hours performing In-Service training such as rescue skills, first aid/CPR and administering emergency oxygen.
- Staff is currently working on the following programs and events:
  - Charlotte County/YMCA Triathlon 4-1-12
  - Tropical Sunset Cocktail Party 3-24-11
  - Learn to Swim Spring 3-13-12
  - April Pool's Day 4-14-12 at South County & 4-21-12 at Oyster Creek

##### Athletics Section

- Charlotte County athletic leagues and Special Events used County facilities approximately 2,073 hours in the month of January. An estimated 3,828 athletic participants visited County facilities an estimated 16,790 times with 27,048 spectator/volunteer visits for a combined total of 43,838 visits associated with athletic activities. Activities included Adult Softball, Adult Football, Adult Cricket, Adult Tennis, Youth Football, Youth Soccer, Youth Cheerleading, Youth Baseball, Youth Swimming, Horsemanship, and Remote Control clubs.

#### Parks and Natural Resources

- Conducted field trip of railroad trestles
- Began preparation for Snowbird Classic baseball tournament
- Conducted Englewood Beach environmental assessment in preparation for boardwalk project
- Met with shorebird monitor volunteers in preparation for seasonal count
- Worked to resolve Riverwood Development easement issues
- Prepared for and attended WCIND meeting
- Prepared for and attended joint meeting of MAC, PRAB, and Beaches and Shores

##### Extension Services

Website Hits: 123,850

Facebook© Page - Charlotte County Extension 154 monthly active users.

##### 4-H Youth Development:

- Community Partnerships

Five new Community Partnerships were established in January to enhance 4-H programming and to extend programming to underserved communities: Youth completing community service under the Neighborhood Accountability Board (NAB) program will be working with the 4-H agent; the Visual Arts Center will be partnering with 4-H in creative arts programming; and youth residents of Crossroads Wilderness (AMIKids) will be planting and maintaining a vegetable garden using 4-H curriculum and guidance.

- Gardening Club  
4-H is partnering with East Elementary School to establish a Gardening Club. The Garden Club will be establishing a vegetable garden on school grounds. Leaders for this club are East Elementary teachers and will have students from all grades.
- “Kids & Dogs Day Camp”  
4-H hosted a very successful “Kids & Dogs Day Camp” at the East Port Campus. Thirteen youth and their dogs participated in the basic obedience and dog care classes. Instructors for the day camp were members of the Peace River Dog Fanciers club of Southwest Florida.
- “Fashion-in-Action Sewing Camp”  
4-H hosted an overnight “Fashion-in-Action Sewing Camp” for thirteen teen 4-H members. Activities included: comparison shopping, repurposing thrift-store clothing, fabric identification, clothing care and maintenance, and basic hand and machine sewing. Activities during this camp are part of the curriculum for the new state Clothing Construction and Selection pilot program.
- Horticulture:  
Programming:
  - Landscape Gardening Series - “Right Plant for the Right Place in Charlotte County”
  - Landscape Gardening Series –“Bamboo”
  - Limited Commercial Pesticide Training
- Special Outreach:
  - Winter Home and Garden Show – Master Gardener Booth
  - 2012 Master Gardener Trainee Interviews

## **Facilities, Construction and Management**

### **Projects:**

#### Community Services:

- San Domingo Park Phase 1: The bid package is compiled and under spec review in purchasing. The pre-bid meeting is projected for early February 2012.
- Bay Heights Boat Ramp: The design team has re-evaluated the site for egress and historical tree preservation. A meeting is being scheduled FDOT regarding the site access.
- The Cookie House Restoration: New trusses and sill plates have been installed. Tongue and groove roof decking expected to be accomplished next along with the new roof.
- Cattle Dock Road Boat Ramp: County staff is working on the Future Land Use map change. The design team is continuing with the 95% documents. Road upgrade is being discussed between engineers and county staff.
- Englewood Library Expansion: The bid documents are in purchasing starting the bid process.
- South County Regional Park Soccer Concession Stand: Design team submitted for SWFWMD permit. Staff compiling equipment and scheduling information for the design team.
- North Charlotte Regional Park Phase III: Project completed and the punch list has been made.
- PC Beach Pool Rehab and Structural Repairs: Contract awarded to Keesling Construction.
- Englewood Beach Boardwalk: Contract awarded to Bayshore Construction. Permitting is in progress.

- Bayshore Restroom: CCU renewed the utilities permit. Plans are being finalized for bidding.
- Kiwanis Park: Demo of the existing (closed) boardwalk has been completed.

#### Human Services:

- Human Services Building: HS, VS, Family Services staffs moved into the facility on 1/9th.
- Employee Health Center: The contractor finished painting, above ceiling inspection, and ceiling grid. The flooring and other finishes are being installed.

#### Operations:

- Energy Efficiency Program: Cedar Point Park solar lighting project is complete. Solar PV projects are underway. Fire station solar hot water projects are currently being installed. The Performance Contract RFP has been drafted. Lighting retrofit at the Sheriff's administration building has been started.

#### Repair and Maintenance:

Cookie House Restoration: Cookie House is in the middle of having its period remanufactured diamond shaped metal roof shingles installed. The new look will give the 1930's building a feeling of authenticity. Many of the old termites infested and rotted wood has already been replaced with early 1930's heart pine wood that was collected from the New Jersey P. Lorillard Tobacco Company. Next month the building will have its doors and windows repaired as well as its "stove wood" unique style logs and mortar restored to its glory.

### **Human Resources**

- Employee & Labor Relations:
  - IUPAT negotiation meetings
  - IAFF contract negotiation meetings
  - Employee related issues
  - Facilitate New Hire Orientation
  - Launch NEOGOV Application System
  - Participate in conference calls with NEOGOV Implementation specialist
  - Recruitment related activities and hiring processes
  - Halogen e-Appraisal assistance
  - Discipline related conversations and activities
  - Monitor the community service program with Courts System
  - FMLA Processing
  - FMLA monthly report
  - Interview participation
  - Tasks associated with Employee of the Month
  - Legal Discussions
  - Miscellaneous advisement/investigations/coaching/development conversations
- Benefits Related:
  - Facilitated Orientations
  - Process Tuition Reimbursement Requests
  - Prepare orientation booklets
  - Provide Customer Service to employees
  - Produce Service Awards and letters to employees
  - Self- service assistance regarding on-line applications & Eden self-service system
- Learning & Organizational Development:
  - Halogen assistance for employees and Management
  - Employee Development Needs Analysis
  - Monthly service awards
  - Tuition Reimbursement
  - Ambassador Program
  - Coordinate Project Management Training
  - Attend meeting regarding Financial Wellness Program
  - Miscellaneous coaching/development conversations

- Professional Development to include webinar, reviewing industry journals, etc.
- Prepared FRS & ICMA Flyer and sent to all employees

## Human Services

- Transit Division viewed a bus demonstration by a bus vendor. The bus is a low floor kneeling bus that has an automatic stair less ramp which folds out for easy boarding. The bus will be on the next new Florida Department of Transportation procurement contract which will be posted within the next few weeks. The price for this type of bus is about twice the amount of two Transit buses that Transit has purchased in the past. Consideration for purchase of this bus in the future will be based on demand, practicability and available funding.
- Human Services moved during January to its new facility at 1050 Loveland Boulevard in Port Charlotte. The new facility is located on the same campus site of the Charlotte County Health Department. Human Services Department co-located its Family Services; Senior Services; Housing Services and Veteran Services divisions to this new location. Transit Services will continue to be located at Airport Rd facility in Punta Gorda. The new facility is the county's first LEED certified building. An Open House of the new facility is being planned in the near future.
- Senior Services Case Management Supervisor participated in the Senior Resources Center steering committee meeting at the Cultural Center in Charlotte County. This meeting was spearheaded by the Senior Leadership Council under the direction of the United Way of Charlotte County. Space at the Cultural Center is being made available to allow non-profit & government organizations a senior resource center on-site to provide face to face assistance to elders.
- The Florida Commission for the Transportation Disadvantaged contacted all Florida subcontracted Transportation Disadvantaged (TD) providers to update their Medicaid reporting codes for passenger transportation. Charlotte County Transit has updated the code list in the Route Match software that is used and the new codes are working properly. By using the correct codes throughout the state, the TD Commission can better track the type of transportation used by Florida residents.
- Veteran Services staff provided information on VA Pension w/Aid & Attendance program to 96 residents at the Royal Palm Assisted Living Facility and 18 residents at the Village Place Assisted Living Facility. Discussion also included information on burial in a VA Cemetery, and VA Health Care Enrollment.
- Case Management Supervisor from our Senior Services Division was contacted by the Planning & Evaluation Unit within the State Department of Elder Affairs. Because of staff responses and comments to a recent State survey, staff was invited to participate in the conference call with the statewide group assigned to reviewing the assessment tool used to evaluate frail seniors and their caregivers when determining prioritization for in-home elder care grant-funded services. Conference call is scheduled in February.
- A representative from the Florida Department of Transportation made an onsite visit to the Transit Division to view the proposed extension for the parking area that houses the transit bus fleet. Issues regarding safety and security were discussed as merits for the parking lot project. The County has requested grant funding for this project.
- Senior Services staff provided in-service required Department of Elder Affairs' training to staff on the topic of "Interviewing Skills and Techniques" designed to help case managers conduct in-depth assessments on frail seniors needing in-home care.
- Family Services followed up with several non-profit agencies who might be interested in leasing vacated space at the Family Services Center. Space has become available as a result of the Police Athletic League cancelling their after school program. Additional space for lease has become available due to the relocation and opening of the Human Services Department on Loveland Boulevard.
- Neighborhood Accountability Board (NAB) Coordinator facilitated a field trip for 12 NAB youth and 2 NAB volunteers to visit Crossroads Wilderness camp, a moderate risk Juvenile Justice facility to show the NAB participants what could result if they continue to make negative choices.

- Brush with Kindness Program is taking applications for the second and final funding cycle. Closeout of this Hurricane Housing Recovery Grant is expected to close out by the end of the 1<sup>st</sup> quarter of 2012.
- Senior Services Case Management Supervisor participated in a webcast from Georgetown University Health Policy Institute on increased understanding of the proposed Medicaid Long-Term Care changes.
- Christina Pellegrino, Asst. County Veteran Services Officer attended the first Women's Veterans Association meeting at the American Legion Post in Port Charlotte. Approximately 10 women were in attendance.
- The new Juvenile Justice Civil Citation Program began receiving its first referrals this month.

## **Public Safety**

### Animal Control:

- Conducted our monthly meeting with the Animal Welfare League to discuss various issues. These meetings allow both organizations to communicate more effectively and to identify cost saving areas.
- Conducted a meeting with members of IT, Finance, and the Library to discuss processes and protocol associated with accepting donations from the public for department use. This meeting was in regards to a department project involving the establishment of an Animal Care Trust Fund. The donated funds would be used to offset some of the animal medical costs associated with animal cruelty cases.
- Our department attended the quarterly business meeting held here at the Public Safety Complex to address various budget concerns and department projects.
- We met with the County Attorney this month to discuss the status of several ordinance revisions that will be put before the BOCC later this year. The progress of this project is contingent on the repeal of a Special Act that is currently filed with the Florida Senate awaiting approval.

### Fire/EMS:

- No report for the month of January

### Emergency Management:

- The month began with the Office coordinating the opening of Cold Weather Shelters with the Salvation Army, Red Cross and the Homeless Coalition. On two nights, temperatures dipped below freezing in parts of the County, necessitating the opening of three sites to handle those needing to escape the elements. The first night (1/3/12), the three facilities hosted 21 people, with slightly less coming in on night two. It appears as though people are beginning to understand that cold weather approaching will result in the opening of at least two and often three facilities.
- Coordinator participated in a webinar focusing on hurricane evacuation decision making, based upon the new Southwest Florida Regional Evacuation Study that came to us last year after the release of the latest storm surge model. The session focused on when and what criteria should be utilized to begin moving population in advance of an approaching storm that is expected to produce flooding.
- Director attended a meeting of the local RSVP Advisory Council, of which he has been a member for nearly 10 years. Much of the group's focus is on fund raising that is being required of local programs during these times of significant fiscal restraints. In order to continue the local coordination of hundreds of volunteers that provide thousands of hours of service in the community, RSVP will need to raise more matching funds than ever before. Many avenues are being explored and several possible events were discussed.
- Salvation Army Advisory Board also had a lengthy discussion regarding fundraising and the need to encourage more volunteer bell ringers during the Christmas kettle campaign. Although the 2011 total exceeded the previous year, the Englewood area had 100% volunteer bell ringers, while 86% of the kettle keepers had to be paid in the Punta Gorda area. A full-press effort is underway to encourage more participation from churches, manufactured home communities and other volunteer groups, in order to increase the amount of contributions that can be funneled back into community needs.
- The first meeting of the Charlotte Regional Medical Center Advisory Council in eight months, was held at the Punta Gorda hospital the same day that the new cardiac unit was dedicated at Peace

River Regional in Port Charlotte. There has been much discussion over the past several years regarding what effect the move of the heart program will have on the Punta Gorda community. The bottom line on the need to move this critical component of hospital operations was space available. There is no longer any room for the Punta Gorda facility to grow in its current location, while Peace River had the added space on their campus.

- The State DEM Director's conference call was held as scheduled and much of the discussion centered on a request by the Governor, to have DEM Director Bryan Koon, rank the County EM programs from 1 to 67 without providing any guidance as to how that should be accomplished. The diversity among county programs from large to small counties is enormous, not only in staffing and facilities, but certainly in budgetary support by local entities. How this ranking will be provided without a template and no criteria to go by (such as test scores for education) is anybody's guess. This will be an ongoing topic of conversation for some time.
- We scheduled the next CERT (Community Emergency Response Teams) training class to begin on March 12 at Port Charlotte First Methodist Church due to their willingness to host and the excellent facilities we have previously utilized there. The class is scheduled for Monday and Thursday evenings from 6:30-9:00 p.m. until mid-April. We have begun to publicize this class and will work with our media partners to get the word out regarding this availability.
- After a number of years, the Director was invited to address the residents of Lazy Lagoon Mobile Home Park on Riverside Drive in Punta Gorda. With "Severe Weather Awareness Week" fast approaching, the focus was on being alert to one's surroundings and having a weather alert radio for notification of severe weather approaching. Asked about tornadoes and their frequency, residents were told that they are not uncommon in this area and can often strike without warning as part of an approaching cold front. Just three days later, an EF-1 tornado (with winds estimated up to 110 mph) struck the Deep Creek area and severely damaged several structures. Our Office (EM Coordinator) conducted the post-storm survey for the NWS and transmitted photos electronically with a detailed description of the path and damages observed. This eliminated the need for meteorologists to travel more than an hour from Ruskin to determine the type and strength of the storm. Thirteen total structures were involved, with damage estimated at about \$250,000.
- The Director visiting elementary schools across the County, to present the "Kids Get a Plan" program to the school's Second Grade classes. The 50-minute program was conducted at five schools, with others scheduled in February. A problem surfaced with the School Board IT folks blocking our website. A phone call to the Superintendent explaining the problem and how it had great impact on the proper delivery of the information, quickly rectified the situation.
- We closed the month by meeting with the newly-hired Regional Coordinator for DEM (Patrick Fuller). He is a local product and a graduate of Charlotte High School. His Father is retired from the Charlotte County Sheriff's Office (25 years) and he recently completed a one-year tour of duty with the U.S. Marines in Afghanistan. Prior to that he worked three years in Tallahassee for DEM after graduating from FSU.

## **Public Works**

- On January 2, 2012 the County's contractor for Cured-in-place pipe (CIPP) started work relining two pipes in Deep Creek and two pipes in Greater Port Charlotte. CIPP lining is a trenchless rehabilitation method used to repair existing pipelines. It is a joint-less, seamless, pipe-within-a-pipe with the ability to rehabilitate pipes ranging in diameter up to 110". The selection of these locations was based on physical and environmental conditions that made conventional pipe replacement a less desirable option.
- At the BCC meeting held on January 10, 2012 the Commissioners unanimously approved the land lease at the Zemel Road landfill to SYNAGRO to build a regional Bio-solid composting facility. This facility will receive bio solids and compost the material into a commercial product.
- The Pest Management Division participated in a "Fly-In" held in Ft. Myers. The pilot and other Pest Management staff demonstrated the County's Adulticide Spraying process.
- Charlotte County's Zemel Road Landfill "Gas to Energy Project" was named Project of the Year for the Environmental Protection Agency's Landfill Methane Outreach Program (LMOP). Lime Energy

accepted the award at the 15<sup>th</sup> Annual LMOP Conference on January 18, 2012, in Baltimore, Maryland. Charlotte County's Project Manager Roger Lescrynski and Solid Waste Operations Manager, Richard Allen was on hand to celebrate this achievement made possible through the partnership between Charlotte County and Lime Energy.

- The LMOP is a voluntary assistance program that helps to reduce methane emissions from landfills by converting the methane waste gas into usable electricity. The gas field built throughout the Zemel Road Landfill collects the methane gas produced by the decaying refuse. It is then channeled into gas turbine generators that produce about 3.6 megawatts of electricity through a grid system. The electricity produced is sold and used to power about 4,000 homes in the Orlando area.
- Project of the Year submissions are awarded based on innovation and creativity, environmental and economic benefits, and overall success in promoting landfill gas-to-energy projects locally and nationally. The project team's innovative approach to problem solving resulted in a successful project that will provide a renewable power resource to Charlotte County for many years to come.
- The Solid Waste Environmental Crimes Deputy made an arrest for illegal dumping on February 3, 2012, after investigating the dumping of several piles of landscaping debris and tires. The perpetrator was charged with three counts of violating the Litter Law. Since August 2011, the Solid Waste Environmental Crimes Deputy has made seven arrests and together with the Solid Waste Code Enforcement Officer has investigated numerous illegal dumping reports. From 5 to 15 calls are received every day reporting littering and debris in vacant lots and in the right of way and an average of 2 to 3 piles of debris are discovered during area surveillance visits. The officers make arrangements to have the debris removed by Public Works Maintenance & Operations crews or by inmates from the Charlotte County Sheriff's Correctional Facility.
- The staff of the Pest Management Division attended the annual OSHA Chemical Spill Response Training (8 hour) hosted by Lee County Mosquito Control at their facility in Fort Myers. Regulations require that employees are trained to safely handle chemical spills. Workers are required to receive proper training if they work with, near or have the potential to encounter chemical hazards in the workplace, whether in the normal course of business or in the event of an accidental spill and/or chemical release.
- Three crews replaced pipes ahead of the Greater Port Charlotte Paving Program. Two crews are replacing pipes in the Northwest Port Charlotte area as part of that MSBU's pipe replacement program.

## **Tourism**

- Staff submitted a grant application to the Florida Sports Foundation for the Women's Golden Gloves National Championships which is scheduled to take place June 6 – 9, 2012
- Staff attended the 2012 Travel Expo at the Villages along with four local hospitality industry partners to promoting Charlotte County attractions and recreational opportunities to the 6,000 attendees.
- Staff submitted a bid to the Florida Sports Foundation to host the 2012 and 2014 Senior Games.
- Staff met with Charlotte BMX, Inc. representatives along with Community Services staff to review an RFP to host a 2013 USA BMX National event at the BMX track in Carmalita Park.
- Staff worked with the Tampa Bay Rays on the development of a pre-spring training press conference and Tweetup. Industry partners will provide lunch for the press conference. The purpose of a Tweetup is to have a group of influencers use social media channels such as Twitter, Facebook, YouTube and blogs to inform people about their experience. Tweetups reach thousands of people. Our goal is to raise awareness of spring training in Charlotte County.
- Staff worked on and completed the 2012 Visitor guide.
- The VCB approved a new home page design for [www.Charlotteharbortravel.com](http://www.Charlotteharbortravel.com)

## **Utilities**

- Engineering Services:
  - Major Work Orders: 247 Onsite septic tanks located in Spring Lake area; 963 Locates Processed from Sunshine State One Call; 2 Developer Agreements Prepared; 71 Active Developer Projects;

89 Residential Service Availability Letters Prepared; 0 Commercial Service Availability Letters Prepared; 6 Residential Service Applications Processed; 263 CIP inspections; 68 Developer Inspections.

Operations Division:

Treatment Facilities:

- Computer and PLC programing adjustments at the Burnt Store RO Water Treatment plant continue. The work is to automate new high service pumps for seamless operation.
- Water Quality: 25 cross connection inspections were completed and 53 backflow preventers tested.
- Multiple tours were conducted at our facilities in January. Affordable Bio Feedstock, Inc., the new grease conversion bio feedstock partner of the County, toured the East Port WRF. John W. Thompson of Wilder Architecture, Inc. toured the East Port Laboratory. Charlotte County's Fiscal Services staff and JEA (Jacksonville Utilities) toured the Rotonda WRF. #4 aeration blower at Rotonda WRF was repaired and reinstalled. Repaired floor, fabricated pipe racks, and installed shelving in storage units at East Port WRF. Replaced 4" air release valves on injection well at Burnt Store WRF with a 2" valve due to minimal flows.

Water Distribution:

- Filled the vacant water treatment plant operator position for Boosters; accepted a resignation from a water treatment plant operator for Boosters.
- Completed the hazardous chemical Tier 2 report for the state emergency response team.
- Submitted the Consumer Confidence Report (CCR) reports for each water system to FDEP for approval.
- Hosted the Florida Section American Water Works Association (FSAWWA) Mac Counsel training event for Region 10 at CCU.
- Had trenching and shoring training and fire hydrant training for operations employees.

Wastewater Collection:

- Gravity/Force Mains: 216 manholes were inspected; TV crew cleaned and televised 10,100 feet of gravity sewer main.
- Lift Stations: Started partial in-house rehabilitation of L/S #857 Tee View; completed in-house rehabilitation of L/S #PLE Taber; repaired three lift station discharge lines; started gathering information for L/S #79 Queensway and L/S #815 "Z" in-house rehabilitations.
- Low Pressure Sewer: completed 5 mandatory connections; completed 3 new service taps, completed 11 upgrades.
- Saved \$30,702.37 by performing the deep excavation gravity sewer repair on Legend St. in-house, utilizing rental equipment.
- Personnel: 5 employees completed rescue simulation; 1 employee attended M.O.T. training.
- Charlotte County Wastewater Collection division has entered the Florida Water Environment Assn. (FWEA) Collection System of the Year in the medium size collection system category.

Business Services:

- Updates have been made to the "Adjustment" Standard Operating Procedure (SOP) that will now allow for one lifetime adjustment for a return item (by owner) that is due to wrong account. All other adjustment criteria remain the same.
- SOPs are being developed for Bankruptcy, Mass Notification, Return Items, and Mail Room. Estimated completion date mid-March
- The Credit and Collection policy is being reviewed and revised to address the impact of foreclosures and bankruptcies; as well as addressing the impact of the fixed base meter system on billing.
- Received the signed contract from Mueller Services for the state-of-the-art water meter Advanced Metering Infrastructure (AMI) project. To exhaust our investment in AMR technology, the used "drive by" system will be reinstalled in West County to maximize efficiencies with staff and vehicles.
- Customer Service: total number of customers to the lobby was 1012.
- Delinquencies: total delinquency revenue for the month: \$111,154 FY-YTD total: \$438,433.

- North Port: we processed 5,049 payments; total revenue for January was \$918.91.
- Share-point/Doc Mgt.: currently have 82,658 documents ready to be transferred to Share-point.
- Accounts Receivable: the accounts receivable over 90 days went from 43.91% in December to 42.85% in January. The accounts receivable within 30 days went from 47.72% in December to 49.8 in January.

Water Conservation & Public Outreach:

- Education tour for the public at Eastport Water Reclamation facility scheduled for 2/29/12.
- Presentation with the Sunrise Kiwanis scheduled for 2/2/12.
- In-home-schooling group attending a tour at the Burnt Store Water and Wastewater Plants.
- Misc., Safety & Security: PO issued for installation of cameras at East Port WRF.

Human Resources:

- Total positions: 201. Filled positions: 196; vacant positions: 5; actively recruiting 4 positions: Engineering Technician, Design Technician, Engineer I, and Water Plant Operator. 1 vacant position pending review – Industrial Pre-treatment Compliance Coordinator.

Phase 1A Punta Gorda Interconnect:

- No change.

PR/MRWSA Water Resources:

- No change.

E&W Spring Lake Area Pilot Study:

- BOCC Workshop has been scheduled for February 14, 2012.

Regional Reclaimed Water Expansion Phase 2:

- *Transmission Main (Stage 1)*: On January 6, 2012 SWFWMD gave the approval to place the transmission main project out to bid.
- *Pumping Upgrade (Stage 2)*: On January 26<sup>th</sup> the engineering consultant submitted a draft Basis of Design Report for the reclaimed water pumping station. A meeting to review the report is being held on February 3, 2012 with CCU staff.
- *Storage Pond (Stage 3)*: Work continued on the design of the pond liner and details. 60% plans are to be submitted in early February.

Burnt Store RO Water Plant Expansion:

- No Change.

Burnt Store WRF Expansion:

- No Change.

East Port WRF Expansion:

- The permit modification will be submitted in February. Final plans continue.

Gateway Harbor Walk Design:

- No Change

US 41 Widening Enterprise Dr. – North Port:

- A phase II 60% design utility meeting was attended on January 12, 2012 at FDOT's Consultant's office. All the utility companies that are affected with this project discussed the preliminary design and future required submittals along their critical dates.